***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, January 5, 2015, 3:10 – 5:00**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Lisa Note taker: Jennifer Copley Time keeper: Julie Burckhard

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| **Next Meeting Date for Department Chairs** | |
| **Department Chairs next meet on February 2, 2015** | |
| **Departmental Announcements/Concerns** | |
| **Issues to Discuss at Department Meetings Before Friday February, 16**  **(Comments requested!)**  **FACILITIES:** Here is a reminder of YOUR next steps:   * Look over the proposals on the I drive --- Facilities Updates folder.  Decide what general aspects of each proposal will help your department at Hellgate move forward into our school vision. * With your department/team and your departmental vision in hand, please create a list of questions and concerns about space allocations as they relate to your department. What EDUCATIONAL spaces have we overlooked?  Where would you propose putting these extra spaces?  Sketch it on one of the maps.  If you displace others, remember to find new space for them as well. * Please include factors to be considered by facilities team that impact student learning, safety, technology, and efficiency. * **Tell us how your vision impacts learning and teaching over the course of 20 years.** * Remember that we’ve directed the architect to make rooftops available for gardens, solar, outdoor classrooms, etc.  While we mentioned River Bowl, we didn’t spend much time because it’s not architectural.  That doesn’t make the RB any less important to our educational plan.  Submit your ideas for that (and other spaces) as well. * Get these visions back to us by mid-January.   Remember that these are JUST PROPOSALS.  We have no structural integrity report.  We have no word on the Beach property (size, availability, etc.), but we should pursue that regardless of the building issue.  Think about how academies, internships, scheduling changes, etc. will impact use of space as we move toward a new way of educating students. | **Administrative Department**  🞏 Each department is asked to meet **prior** to Friday, the 16th of January to discuss the issues in the column on the left. All departments are asked to send their comments and concerns to Karen Swanson in time for the Facilities Committee to finalize their building report.  🞏 The Scheduling Committee meets January 20th.  🞏 The Facilities Committee meets Tuesday, January 27th  🞏 In building Semester 2 study halls, Lisa is trying to relieve from duty those who monitored study halls Semester 1. Consequently, teachers pulled out of their PLCs first semester may now be able to join PLC colleagues second semester. Where possible, Lisa tried to avoid giving study halls to teachers with three preparations.  🞏 The duty roster for Semester 2 appears below.  Period 1: Ojala and Waniata—1  Period 2: Christopher-2  Period 3: Rhinehart-3  Period 4: Moser-Henricks-4  Period 5: Boyles  Period 6: Murphy, Patrick  Period 7: Laramie Dean and TBA (a teacher who does not have 4 preps).  Department chairs suggested that each teacher in Period 7 who had already monitored study hall would have Semester 2 study hall duty for only 6 weeks.  🞏 On January 20, a University of Montana signing ceremony will initiate a plan for each of the three MCPS Missoula high schools to host one exchange student yearly from Kumamoto High School. Japanese exchange students will eventually attend MCPS schools for two years, earning an IB diploma. Eventually, the number of Kumamoto students will climb to 10, and Kumamoto City will build a Missoula house for their exchange students.  **Special Education Department:**  The department asks the business office to avoid issuing building passes to family members who may be aggressive or hostile towards the sibling or child they seek.  **Math Department**  The Montana Council of Teachers of Mathematics contest is on Wednesday, February 2. Hellgate often brings the largest contingent of competitors to this event, and up to 120 students may be absent.  **Health and Physical Education Department**  🞏 The sophomore ski trip is Wednesday, January 7.  🞏 The freshmen ski trip is February 26.  **Title I Department**  The first school wide planning meeting occurred in December and will meet routinely until May to finalize plans for next year. They will make available to staff their planning for next year via an online “live” binder.  **Library**  🞏 The library staff is exploring the purchase of the National Geographic online library which would provide staff access to photos, video, and magazines.  🞏 They are also exploring the purchase of an online version on the ***New York Times***.  🞏 Lisa noted that the Oprah Channel has broadcasted a Masters Class which offers engaging documentaries on the Civil Rights Movement.  **Art Department**  🞏 A new selection of prints is now on display in gallery by the auditorium.  🞏 The third floor display of artwork will come down in two weeks, so staff is urged to check out the creative work.  **Business Department**  BPA regionals are Wednesday, January 13, so four business students will miss the full day and a few others will miss an hour or two to compete at Missoula College.  **Foreign Languages**  On the evening of February 11, the department will host a foreign Foods and Culture evening. Food will be available in the cafeteria and cultural displays upstairs. The hours will be announced soon.  **Family and Consumer Sciences Department**  🞏 The Springs Retirement center wants students to participate in a program that encourages elders to tell their life stories. Cathy will share information with any group interested.  🞏 On February 24 from 8-5 about seven Hellgate students will complete their testing for food safety and sanitation certification.  **ESL Department**  Between now and January 28, Nancy has to pull out about 15 students from classes to complete NCLB testing. Each student must be tested for approximately 5-hours so that ESL can meet legal requirements for funding.  **Music Department**  🞏 On Thursday, March 27, Jazz Band performs at UM.  🞏 AA Orchestra Festival is Monday and Tuesday, February 2 and 3. Big Sky hosts this year.  🞏 Laramie is working on a new school play, a new version of Alice in Wonderland.  🞏 On Wednesday, February 5, Hellgate hosts a collaborative concert with all three high schools, two middle schools and the UM jazz band. Bands will perform individually and as a large group in the Hellgate auditorium.  **Counseling Department**  🞏 Counselors are now trying to meet with all students who may need 2nd semester changes.  🞏 Christine introduced an intern who will work at Hellgate for two semesters, ending her service next school year.  **Social Studies Department**  Thanks to Lisa’s support, the department will take all seniors to the state legislature. They ask for feedback from all about using the Monday, Tuesday, or Wednesday before spring break as the field trip days. |
| **Discussion on Peer Review from CMT High School** | |
| The report from our Great Falls Peer Evaluation team is due in early February. For her records, Lisa asked Department Chairs for Plus/Delta assessment of the visitation.  **Administration Plus List**  🞏 Live binder rather than printed binder was more adaptable  🞏 Presentations spread between conference room and library provided variety and opportunities for engagement  🞏 Staff members on distributive leadership goals/achievements demonstrated the strength and creativity of staff shared leadership  **Administration Delta List**  🞏 More time was needed for development of assessment  **Department Chairs Plus List**  🞏 Great Falls team very positive  🞏 Dinner and lunch were very nice for good conversation  🞏 Student presentations were excellent  🞏 Link Crew Leaders did excellent building tours  **Department Chairs Delta List**  🞏 Coming and going of teams was a bit disruptive at times, with too little time for fully answering questions  🞏 More department chairs involvement was needed  🞏 Some staff could not come to lunch with the visiting team because lunch hour is used for instruction by at least half of staff (i.e. Staff is doing Tier 2 interventions on their own time during lunch hours.)  🞏 Not all observers showed up at scheduled classes  🞏 Group sent by Great Falls was very large, larger than most visitation groups, thus it was harder to schedule | |
| **Discussion on January 14 Eighth Grade Showcase** | |
| Department chairs reviewed with Lisa the agenda, handout, and PowerPoint for Eighth Grade Showcase Night running from 6:00 to 7:30 PM on January 14. Hellgate Chevaliers and drama students will perform. (The Dance Team may perform.)  After discussion, the following adjustments were made.  🞏 The focus will weight a bit more heavily on academics.  🞏 Activities tables will be located in the upper gym, not in the hallways.  🞏 Lisa’s PowerPoint (as well as the handout) will note Hellgate’s accomplishments in academics, arts, and languages.    🞏 Lisa will try to group tables by topic (i.e. humanities, sciences and math, finance academy and business). Department chairs with concerns will visit with Mary or Lisa.  Lisa reminded department chairs that there are several changes for improvement in the course registration process, 2015.  **Registration for Hellgate Students**  🞏 At Hellgate, grade-level assemblies will be held on January 30th.   * + - 9th grade: 2nd period     - 10th grade: 3rd period     - 11th grade: 4th period   🞏 Counselors will then make grade-level visits to grades 9-11.   * Freshman will be seen in English classes. * Sophomores will be served in health enhancement classes. Counselors will set up stations to confer with students, one-on-one. Counselors will help sophomores decide about course selection of singleton classes such as IB, AP, Math, and World Languages. * Juniors will be seen in U.S. History classes. There, too, counselors will pull students into the hallways for one-on-one assistance in planning for 2015-2016.   **Registration for Eighth Graders**  🞏 Counselors will meet with eighth graders to review the course selection process. They will present a series of PowerPoints to review graduation requirement, the 4-year plans, and individual planning sheets.  🞏 Eighth graders will get booklets with all information and required forms in written format.  🞏 During February, high school counselors will visit feeder schools to help eighth graders choose classes. The registration will be done individually with much guidance. Hellgate has the most feeder schools, so other counselors form other high schools, will help out in visiting Hellgate’s feeder schools. (Please note that counselors will be away from Hellgate during these days of visiting with eighth graders.)  🞏 8th graders will visit Hellgate on April 29, 2015 from 12:30-2:30PM  🞏 Counselors are exploring ways to help students with special needs transfer with more support and with more information. | |
| **Discussion on PLC Meeting Agenda** | |
| In February, Lisa would like to talk to each PLC groups about their SMART Goals. She asks that each group bring a copy of its SMART goals to the meeting to discuss measureable results.  Hellgate also needs to review its crisis plan, and Lisa plans to do this at her face-to-face PLC meetings.  Six teachers went to an ATI institute with Lisa this fall, and Lisa asks those teachers to share what they learned with their PLCs. | |
| **Special Olympics and MCPS Involvement** | |
| MCPS has agreed to support the relocation of Special Olympics to Missoula for the next three years. The administration wants each school to explore ways of supporting this MCPS commitment to students with intellectual disabilities. Rather than an all-staff PowerPoint, department chairs urged Lisa to include the topic in her conversations with PLCs.  MCPS also supports a student-led project, Project Unify, that seeks to bring together students with intellectual disabilities and students from all academic backgrounds. Department chairs suggested that a speaker from Project Unify might be inspiring to staff involvement.  From Hellgate, Gail Compton and Lynn Farmer will join a district planning committee. | |
| **Discussion of MCPS Assessment Institute.** | |
| Education is undergoing another major paradigm shift. Based in research, the shift no longer asks merely,” What are teachers doing?” Instead the new perspective explores with data, “What are students learning?” The answers will lead to strategies about what shall be taught and how.  Consequently, MCPS will discontinue the PLC Institutes. Now MCPS will sponsor an Assessment Training Institute (Pearson ATI) hosted by the University of Montana. Offered Monday and Tuesday, June 22-23, 2015, from 8am to 3:30pm, the classes will be held at the University Center Ballroom, UM.  Focused upon formative assessment and standards-based grading, and presented by the faculty of the Phyllis J. Washington College of Education, the Assessment Institute will help teachers review assessment practices and assure that grading practices move students towards learning goals. Workshops will focus on five strategies to improve student learning:   1. Differentiate formative and summative types of assessment and their uses 2. Establish clear learning target 3. Deconstruct complex content standards into classroom-level learning targets 4. Select assessment methods that match learning targets 5. Involve students in the assessment process   **Registration Priority and Dates for MCPS Assessment Institute**  Because of Title I funding sources, this opportunity will first be made available to teams at MCPS TITLE I schools. If capacity is still available, it will be offered to non-Title I school teams.   1. January 15-February 15: MCPS Title I school teams 2. February 15-March 15: ALL MCPS school teams (if capacity) 3. March 15-April 15: Schools teams throughout western Montana, including MCPS feeder schools (if capacity)   **Compensation Options**   1. 12 OPI Renewal Credits plus 12 PIR credits (2014-2015 or 2015-2016)   ***or***   1. MCPS Salary Advancement Credit – 1 credit | |

\*Times adjusted to reflect actual discussion time given during the meeting.

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.